

Division Success Plan

Division _____

District Mission and Purpose

The District mission is to build new clubs and support all clubs in achieving excellence.

The District purpose is to enhance the quality and performance and extend the network of the member clubs of Toastmasters International within the boundaries of the District, thereby offering greater numbers of people the opportunity to benefit from the Toastmasters educational program by:

- ▶ Focusing on the critical success factors as specified by the District educational and membership goals.
- ▶ Ensuring that each club effectively fulfills its responsibilities to its individual members.
- ▶ Providing effective training and leadership-development opportunities for club officers and District leaders.

Division Director Role

As Division Director, you support clubs by supporting Area Directors. One of your primary goals as Division Director is to ensure that each club achieves its mission and fulfills its responsibilities to its members. To achieve this, you coordinate activities within the Division, set Division goals, and motivate and guide Area Directors. To accomplish all this, Division Directors build teams, which often include Division Council members among others.

Team Composition

Name the members of the Division's core team.
(These include the Division Director, Division Council members, and others.)

Division Director: Ryan Wojtyla
Area B1 Director: Ryan Bruns
Area B2 Director: Vivien Mangalindan
Area B3 Director: Griselda Sancho
Area B4 Director: David Cook

Name the members of the Division's extended team.
(These may include such people as the Assistant Division Director.)

Core Values

Toastmasters International's core values are integrity, respect, service, and excellence. These are values worthy of a great organization and should be incorporated as anchor points in every decision made within the organization. Toastmasters' core values provide a means of guiding and evaluating the organization's operations, planning, and envisioned future.

What are the Division's core values?

The Division's core values are also those of integrity, respect, service, and excellence.

Team Operating Principles

What principles does the team hold? (These principles might include trust, safe learning, collaboration, etc.)

Potential Obstacles

What obstacles will the team have to consider when strategizing? (These might include conflicting personal commitments, distance, unresolved conflict, etc.)

- * conflicts with work and family
- * vast timezone differences

Meeting Protocol

In general, how will the team process tasks? (For example, consider how often to meet or call, what the team's meeting practices will be, etc.)

Area Directors will submit information (TODO: specify exactly what that information will be) on how their clubs are doing each month.

A Division meeting will be held once a quarter (TODO: plan dates) to discuss, verbally, the status of each Area's

Team Interactions and Behavioral Norms

How will decisions be made?

Decisions will be made by common consensus.

What will be the team's method of communication? Determine the team's first preference, second preference, and so on.

1. Email
2. Instant message (SMS or WhatsApp)
3. Telephone

What will the communication parameters be? Parameters might include whether the team communicates by phone or email, whether the team sets up a weekly conference call, or how often team members can expect to communicate.

The team's first point of contact will be asynchronous communication via text, either email or instant message.

How will the team resolve differences of opinion?

Conflicts will be resolved through discussion.

How will the team support one another?

Requests for support may be communicated between team members.

How will the team ensure equitable participation when completing activities?

Communication of the performance of activities will be clear and timely.

How will team members be held accountable for their responsibilities?

How will the core team and extended teams be recognized for their efforts?

Starting Number

20

 Club base

Qualifying Requirements

No net club loss

Goal: Distinguished Clubs and Club Growth

Distinguished	8	Club base x 0.4
Select Distinguished	9	Club base x 0.45
President’s Distinguished	11	Club base x 0.5 + 1 club

Situation Analysis

What is the current situation in the Division? What percent of Division clubs are typically Distinguished? Do members understand how to achieve success? Does the Division have special challenges? (One situation might be that five clubs in the Division are weak and could dissolve if no action is taken. Another situation might be that the District has identified six solid new club prospects.)

- * In the 2021-2022 Toastmasters year, 30% of Division B's clubs were Distinguished, which is on par for the previous year.
- * One club is suspended, Ocean View Toastmasters in Area B1.
- * One club is Paid, but not meeting, Channel Islands Club in Area B3.

Strategy

What strategies will the Division take? What has worked in the past? What has not? What new programs or incentives could the Division implement? How will the Division promote existing programs? How have other Divisions been successful? What could the Division do to stretch this goal? (The strategy might include tactics, such as assigning club coaches to weak clubs and working with Area Directors to contact club leads.)

We will largely be relying on the support infrastructure already in place for things like coaches. The strategic initiative we'd like to focus on, other than the District's initiatives, is communication. The members of the Division and its leadership should only have to look in one place to find everything they need to perform as best as they can. Such information includes training dates, deadlines, expectations for leaders, DCP status of clubs, resources to help struggling clubs, contact information, and anything else pertinent to the performance of Toastmasters duties.

Tactic 1	Establish and maintain a light Division landing page with clear links to all relevant information.
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Tactic 2	Encourage and facilitate cross pollination of ideas across clubs.
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Tactic 3	Actively identify and implement methods of attracting new members to clubs lacking in membership.
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Tactic 4	Ensure clubs are made aware of the District resources available to them (communication & website).
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Tactic 5	
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Resources

What people, equipment, meeting places, and money does the Division have at its disposal? What committee could work toward the goal? Are any members interested in heading projects toward leadership goals? How much money has been budgeted for achieving this goal?

Assignments

Who is in charge of each tactic? Who is on each team? What are each team member’s specific responsibilities?

The Area Directors (AD) are largely responsible for identifying how their clubs can improve and communicating information to their clubs. The Division Director (DD) is responsible for providing the ADs access to resources that enable them to help their clubs to improve, and for supplying any information to be disseminated.

Tactic 1	DD maintains Division landing page, and ADs communicate its existence.
Tactic 2	ADs are responsible for identifying positive aspects of their clubs that can beneficially be ported to others.
Tactic 3	ADs are to identify shortcomings in their low membership clubs and work with the DD to help them implement techniques for enhancing their membership.
Tactic 4	ADs are responsible for connecting their clubs with repositories detailing District resources, and the DD is to educate the ADs on the District’s resources.
Tactic 5	

Timetable

When will each tactic item begin? When will each tactic item be complete? How will progress be tracked?

All the tactics will be continually worked throughout the Toastmasters year.

Tactic 1	
Tactic 2	
Tactic 3	
Tactic 4	
Tactic 5	

Additional Goals

Answer the same types of questions to reach each additional Division goal. Additional goals might have to do with new leadership opportunities or better service to members. Where else is there room for improvement in the Division?

Goal

What specific, measureable, attainable, and relevant additional goal can the Division meet? (An example is to increase Distinguished clubs in the Division by 30%.)

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Tactic 2

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Tactic 3

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Tactic 4

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Tactic 5

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Signatures

Division Director

Date

Team member and role

Date

Team member and role

Date

Team member and role

Date

Team member and role

Date

Team member and role

Date

Team member and role

Date